



Employee Services Division

Office of Oceanic and Atmospheric Research (OAR)

June 8, 2021

Volume 2, Number 6

"Your talent determines what you can do. Your motivation determines how much you're willing to do. Your attitude determines how well you do it."

EMPLOYEE SERVICES DIVISION

Director – Andrea Arnold

Employee Recruitment & Strategy Team

Tim Ash Scott
Elizabeth Haefeli
Victor Villones
Joshua Conyers

Employee Development & Recognition Team

SheRee Lee
Keeli Otto
Antoninette Griffin
Camille Henry

NOAA LIBRARY

The NOAA Central & Boulder Libraries are excited to announce a new ebook purchase for NOAA. OverDrive offers access for all NOAA staff and contractors to ebooks and audiobooks on: **Leadership, Professional Development, Work/Life Skills, Diversity and Inclusion**. This platform also includes 130 magazines, like the Economist and New Scientist for borrowing. **How do you access it?**

1. Follow this [link](#).
2. Select Sign In
3. Enter your NOAA email username and password
4. Explore, borrow, and recommend!
5. Send questions to library.reference@noaa.gov

TO: SUPERVISORS

FROM: NOAA ONBOARDING

SUBJECT: IT'S YOUR EMPLOYEE'S ONE YEAR ANNIVERSARY

MESSAGE: *WE ARE SENDING A SHOUT OUT 📣 TO YOU AND YOUR NEW EMPLOYEE ON THEIR ONE YEAR ANNIVERSARY!!! 🥳*

FYI: As a part of the engagement effort developed for new NOAA employees and their Supervisors, the NOAA Onboarding Program has developed an email notification for new Supervisors to mark the one-year Anniversary of their new employee. These emails are sent from NOAA.Onboarding@noaa.gov through NOAA Office of Human Capital Services (OHCS).

AWARDS

Submit your nominations for the NOAA Team Member of the Month Award to oar.awards@noaa.gov no later than June 18, 2021 by close of business.

FEDERAL EMPLOYEE VIEWPOINT SURVEY (FEVS)

Thank you to those that participated in the 2020 FEVS. OAR achieved a response rate of 51.4%, above NOAA's rate of 48.3%. Please click on [the Hub link](#) for more information on the survey results.

OAR LEARNING

Registration link can be found [here](#).

Training Dates:

- 6/8 @ 2:00 PM EDT: Session 5, Recruitment Strategies
- 6/10 @ 2:00 PM EDT: Session 6, Compensation & Incentive
- 6/15 @ 2:00 PM EDT: Session 7, Vacancy Announcements (Job Analysis & Specialized Experienced)
- 6/17 @ 2:00 PM EDT: Session 8, Selection Process
- 6/22 @ 2:00 PM EDT: Session 9, Security & Onboarding
- 6/24 @ 2:00 PM EDT: Session 10, Summary and Q&A



TIME AND ATTENDANCE

This is a friendly reminder to please have all time/attendance requests entered into WebTA and validate your timecard by 5:00 pm on the 2nd Friday of every pay period. Please visit the [HUB Coronavirus](#) info portal for links to additional official guidance from OPM.

TRANSIT SUBSIDY

For guidance on using the transit subsidy program during COVID-19, please refer to [this link](#). Individuals who are in maximum telework status should stop recurring payments.

SUPERVISOR CORNER

Management Skills for New Supervisors (MSNS) on July 26-30, 2021 (EST) - Registration via the [CLC](#).

LEADER CORNER

This section provides helpful information, resources, articles, discussion boards for Supervisors, Managers, Team Leads, etc.

[A Manager Response: Develop Employee Focused, Individual Return-to-the-Workplace Plans](#)
[Case Study: Reset Hybrid Collaboration Habits](#)
[Reopening Workplaces: 9 Considerations for HR leaders](#)

NEW EMPLOYEE CORNER

To help new employees and supervisors with the onboarding process, we have developed checklist with important information helpful to getting started in OAR.

[New Employee Information Page](#)
[New Employee Checklist](#)
[Supervisor Checklist](#)
[IT Property Forms](#)
[Group List](#)

HR OPERATIONS

- [PP&B2 and Portal 2.0 are Going Live!](#) NOAA: **Monday, July 5, 2021**
Invitations to stakeholder-specific live virtual trainings have already been distributed for HCCS, and Census & BEA customers should be on the lookout for upcoming invitations ahead of their scheduled go-live date. The live virtual trainings will highlight actions and features within Portal 2.0. If you or your employees are interested in attending, please fill out the training registration (links below) so we can share the appropriate training invitation!
 - [HCCS](#)
 - [Census/BEA](#)
 - [NOAA](#)
- [Ticket Status During Vendor Transition](#): During the transition, customers may temporarily lose visibility into open tickets as we transition to Portal 2.0 and GKG, but rest assured that your open tickets will be worked during this time. NOAA customers will not be able to access or view any PP14 or beyond tickets until Portal 2.0 goes live for customers on **Monday, July 5**. Our expectation is that all past and future dated transitioned tickets will be visible on a rolling basis in Portal 2.0 within two weeks after go-live for each bureau. We appreciate your understanding as we manage this transition.



- [HRConnect PAR Routing Update](#): In preparation for the PP&B service transition, we've created a new processor group in HRConnect for GKG called 'ENTERPRISE SERVICES'. For the time being, please continue to route all PARs to 'ES PAR PROCESSORS' as normal. Enterprise Services will reach out to each bureau to inform them when they should begin routing all actions to the new group 'ENTERPRISE SERVICES'.

HELPFUL LINKS

[OAR HUB](#)

[Enterprise Services](#)

Enterprise Services [SOPS](#)

[Commerce Learning Center](#)

[NSDesk Self-Service](#)

[Detail Submission Form](#)

[OAR Detail Opportunities](#)

[ePAR Instructions](#)

[ePar form](#)

- [Important Entrance on Duty \(EOD\) Submission Guidance](#): As we transition vendors and launch Portal 2.0, it is more important than ever that HR Professionals help avoid delays in processing EOD actions. To support this transition, Enterprise Services will be reaching out to inform HR Professionals that they should submit all Entry On Duty templates and staffing documents to EnterpriseServicesProgram@doc.gov (instead of via the Enterprise Services Portal) during the pay period in which they are transitioning PP&B services and going live with Portal 2.0.